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LIBRARIAN'S REPORT - 1901

To the President of the University:

Sir, - I have the honor to submit my first annual report on the Library for the year 1901.

A glance back over the activities of the Library during the year just closed reveals the fact that there has been a steady improvement in its equipment and growth in its general usefulness. Its value to the University to-day is greater than ever before.

Although the same building is now in use which has served as the Library heretofore, it is decidedly more commodious and its shelf room is much better arranged than in recent years. One room in the basement and another in the west end of the building have been fitted with suitable shelving and the large collection of governmental publications has been systematically arranged in them. The removal to the front basement of books from the gallery over the east end of the building has also furnished shelf room

for the valuable collection of scientific journals belonging to the Elisha Mitchell Scientific Society. Thus, by the changes noted, two large collections of publications, now easily accessible for use, have been satisfactorily placed and room for several thousand volumes has been secured in the central room of the building.

A change of greater importance, however, than that of position and space was begun during the year and is being continued by Mr. E. H. Bernard. At the close of the Summer Normal School, work, which was made possible by donations from the Dialectic and Philanthropic Societies and the University, was begun on the reorganization of the Library. All books were carefully arranged on their proper shelves and the classification of some of them according to the Dewey, or decimal system, was commenced. Miss Katherine McCall, a graduate of the Albany Library School, was secured for seven weeks and she, with Mr. Bernard and several assistants, carried on the work until Sept. 15th, catalogu-

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ing up to that date about 4,000 volumes of English Literature, Sociology and Economics, and the Fine Arts. Works in German, French, Spanish, Italian, Latin and Greek were also collected in alcoves prepared for them respectively and were arranged on the shelves alphabetically by the surnames of authors. Three decidedly beneficial results from this new arrangement are obvious. Books on allied subjects are to be found together; they are more accessible both through the card catalogue and on the shelves; and the deficiencies of certain departments are made more apparent to the Librarian.

While there has been an attempt from within the Library to increase its serviceableness, help that has been highly appreciated has been rendered by friends without. The Library has received a goodly number of gifts and though it does not have space here within which to mention the names of all its donors, it does desire to give this official expression of its sincere thanks to all who have so kindly remembered it. It

would make special mention, however, of the gifts of Mr. Henry Weil, of Goldsboro; of Mr. J. S. Pierson, of New York; and of Messrs J. Q. Gant, of Burlington, H. G. Chatham, of Elkin, and T. F. Toon, of Raleigh, - gifts which have made possible, respectively, the collection of 131 volumes of Political Economy 50, volumes of works on Missions, and two prizes in money which are now being offered through the Library for general reading.

The number of volumes acquired from all sources during the year is decidedly larger than that of the year preceding. In fact it exceeds it by 759, or is an increase of 82 per cent. The actual number of acquisitions in volumes from all sources is as follow :

From gifts made by individuals,- not including Mr. Weil,- by private societies of N. C., and by societies and institutions of other States . 113 or 6-3/5%

of the whole number or compared with 43 in 1900.

From gifts made by the United States government and its public institutions 332 or 19% of whole number as compared with 307 in 1900.

From the bindery upon the return of bound periodicals and books 217 or 13% of whole number as compared with 66 in 1900.

From direct purchase through Weil and the University funds 984 or 58-2/5% of whole number as compared with 489 in 1900.

From North Carolina government in gifts made through public officers 33 or 2% of whole number as compared 15 in 1900.

Total -	1901	1679
Total -	1900	920
Excess over 1900		759 or 82%

Numerous pamphlets have also been acquired; and the exhibit collection of the Library has been increased by means of pictures and trophies from the University Athletic Association, bronzes from the Yale Bicentennial Celebration, and

the cast of Minerva from the class of 1901.

With regard to the use made of the Library by students, officers of the University, and citizens of the town, I think it safe to say that it has been greater and more beneficial than that of the preceding year. I state this as my opinion in spite of the fact that the number of recorded issues during 1901 is smaller by 144 than that of 1900. Two reasons can be given which will account for this slight decrease and will support the opinion stated above. First, a double-card charging system has been put into operation which makes it impossible for any student to withdraw from the Library more than three books at any one time, whereas formerly, under the single-card system, it was possible for more than three to be withdrawn at a time, as was frequently the case. Secondly, the portions of the Library recently reorganized and the periodical room have not been open to the student body. Books contained in them have been called for at the desk and have been furnished by the Librarian and assistants. These

limitations have made borrowers more careful in their selection of books and, though the number thus chosen is smaller than that of the previous year, it is but reasonable to conclude that the number issued has filled a greater need and has been more beneficial to the students than formerly. 360 students,- 65% of the student body,- 46 officers, and 7 residents have made regular use of the Library during the Fall Term. Figures for the whole year cannot be given to show the total number of borrowers as the single-card system did not admit of the keeping of an accurate list of borrowers. During the whole year, however, 13,611 books were issued as compared with 13,755 during 1900. Of this total:

8,374 or	61-1/2 per cent	were	works	of	Fiction,	
1,289 "	9-2/5 "	"	"	"	"	English Literature,
587 "	4-3/10 "	"	"	"	"	of Pol. Economy,
462 "	3-2/5 "	"	"	"	"	of History.

These four divisions are largest and most used. Figures and per cent of smaller divisions are

not given. Works of reference, magazines, and newspapers which are never taken from the Library and of the use of which it is impossible to make an account, are constantly in demand. Forty debate queries have also been carefully worked up and posted during the year and 450 books of reference have been placed at the disposal of the members of the Dialectic and Philanthropic Societies for use in the weekly, inter-society, and inter-collegiate debates.

As no itemized account was kept by the Librarian, previous to September, 1901, it is impossible for me to state the exact amount of expenditures made by the Library for the year. However, from such accounts as were readily accessible in the Bursar's office, through which Library bills are paid, it was found that the following important expenditures had been made:

Weil fund, for works on Political Economy	$ 215.47	
University fund, Library supplies,	69.10	
University fund, Reorganization	364.59	
University fund, Books,	1152.80	
Binding Periodicals etc.	173.05	$ 1975.01
Salaries		625.00
		$ 2600.01

The cash account kept by the Librarian has been as follows:

Credits,

Balance from 1900	7.32	
Former deposit with Bursar	10.76	
Refunded by Bursar	13.44	
Fines	61.15	
Fees	10.80	
For lost books	10.45	$113.92
Expenses for incidental purposes of all kinds as itemized in the cash book	96.51	
Balance to 1902	17.41	$113.92

Of this amount about $25.00 was expended for extra work in the Library which it was impossible for the present staff to do - a matter with regard to which I wish to speak at greater length in some recommendations which are to follow.

It is pleasant to be able to report favorably upon the work of the Library and upon the very satisfactory aid rendered by the Assistant Librarians. However, it is with regret that I

report the unnecessary mutilation of some papers, magazines, and books, and the positive loss, through theft, of others. At least, eight volumes have disappeared in this way and possibly others, the loss of which has not yet been noticed.

While it is true that the Library has, in spite of the smallness of its force, been fairly successful in its operations, I think its efficiency and service to the University can be materially increased. With the hope that its usefulness may be enlarged, I make the following recommendations, which, if carried out, will, in my opinion, lead to that end:-

(1) That the heads of all University departments be urged to keep a careful watch over new and standard publications in their respective fields and that they assist the Librarian, by suggestion and recommendation, in his attempt to build up the department alcoves.

(2) That in as much as the clerical work of the Library has been increasing from year to

year and was increased 82 percent over that of the last year by the large number of acquisitions and the new methods of charging and lending books, a third assistant be appointed to serve in such a way as the Library Committee sees fit. For three terms the Librarian has done all the clerical work upon new books except classifying and cataloguing them, a task which requires time and care - and has been forced to resort to the use of temporary bulletins in order to direct the public to the proper shelves. This method is far from satisfactory and its enforced use impairs the efficiency of the Library. To secure a third assistant will be no great burden upon the University, as, under the present management, a sum of $25.00 or $30.00 is annually spent for temporary assistants who are unfamiliar with the Library work and therefore expensive as compared with a permanent assistant. One of the regularly endowed scholarships might be given for this purpose and its holder be required to do 12 hours of work per week in the Library - the

amount required of the present assistants.

(3) That,- since the Library has accumulated a number of rare volumes and an important collection of publications which are distinctly North Carolinian in nature,- a special devised case fitted with a glass front and a secure lock be obtained and that the publications and volumes mentioned be placed therein.

(4) That the work of reorganization be continued, as the Library cannot ever hope to reach the highest degree of usefulness possible until the reorganization is complete.

(5) That the University make the position of Librarian such that he, from a financial point of view, can remain in it for several years at least. Within the past thirty months four men have filled the position and although they have performed their duties carefully and faithfully still the University has not been served with that degree of efficiency and skill which should be characteristic of the service of an experienced Library officer. If the present system of

low salary and frequent change continues, I am unable to see how a policy can be devised and carried out which will result in the steady up-building of the departmental divisions of the Library and in the most wise, and for that reason the most economic, administration of Library affairs. As the University grows and becomes more efficient in its work it can but ill afford to allow a part of its machinery so essential to its usefulness as the Library to suffer from a lack of most careful and continued over-sight.

Very respectfully submitted,

(Signed) Louis R. Wilson,

Librarian.

Chapel Hill, N. C.,

January 9th, 1902

LIBRARY REPORT 1902

To the President of the University:

Sir:- I have the honor to submit my second annual report on the Library for the year 1902.

During the year 1902 the Library has grown steadily along lines which insure for itself a greater usefulness in the life of the University than it has formerly enjoyed. Its activities can be viewed by referring to the following headings:-

EQUIPMENT

The main floor of the reading room and the aisles between the alcoves have been covered with thick noiseless cork and jute carpeting. Two bicycle step-ladders and two small step-ladders have been placed along the walls in order to render books upon high shelves more accessible. A guide, giving full directions concerning the use of the Library and a detailed explanation of the new system of cataloguing, has been printed and distributed among the faculty and the student body. Numerous shelf

labels have been placed in the various alcoves and a large diagram of the Library, showing in detail the arrangement of alcoves, galleries, tables, etc., has been framed and placed near the card catalogue.

LIBRARY ECONOMY

The work of recataloguing books which were greatly in demand has been continued, about 4,500 having been catalogued during the summer. Considerable work has also been done upon the Elisha Mitchell Scientific Society collection of books and pamphlets and upon the literature in the general Library which treats of North Carolina.

ADMINISTRATION

Two assistants have been added to the Library force and have rendered the Librarian valuable service in arranging the Mitchell Collection, in preparing new books for circulation, in making lists of books referring to North Carolina, and in counting all the books in the main Library and departmental libraries.

ACQUISITIONS

The number of volumes acquired from all sources during the past year, compared with the two preceding years, is as follows:-

	1900	1901	1902
Gifts from individuals, private N.C. societies, and societies and institutions of other States	43	113	632
From bindery--bound periodicals	66	217	120
From purchase through Weil and University funds	489	984	498
Gifts from U.S.Government	307	332	225
Gifts from N.C.Government and departments	15	33	55
	920	1679	1530

Total number in Library- - - - - - - 40,272

Numerous pamphlets have also been acquired and the exhibit collection of the Library has been increased by means of pictures and trophies from the University Athletic Association, and the cast of Apollo from the Class of 1902.

LOANS

The Library has been used during the year by

Regular students	400
Summer School and Summer Law Students	90
Faculty	45
Departments	18
Residents and visitors	25
	578

Books loaned:

Fiction - - - - - - -	7,327	or 61	per cent.
English - - - - - - -	1,026 "	8.7 "	"
Political Economy - -	1,042 "	8.6 "	"
History - - - - - - - -	442 "	3.6 "	"
All others - - - - -	2,136 "	18.1 "	"
Total - - - - - - - -	12,023		

Works of reference, magazines, pamphlets, and newspapers in the general Library, and special works in the departmental libraries are used constantly. No record of their use is kept, and for that reason no statistics concerning them can be given.

Debates:

Queries posted - - - - - - 42

References posted - - - - 504

EXPENSES

Salaries - - - - - - - - - - - - - -	$ 724.00
Improvements, carpet, etc. - - - -	177.25
Express and freight - - - - - - - -	86.36
Supplies and printing - - - - - - -	138.52
Reorganization - - - - - - - - - - -	435.25
Binding periodicals - - - - - - - -	171.25
Periodicals - - - - - - - - - - - -	272.13
Weil fund for books - - - - - - - -	30.43
University fund for books - - - -	758.86
Total - - - - - - -	$2734.05

DESK ACCOUNT

Credits:

Balance from 1902 - - - - - - - - - -	$ 17.41	
Refunded by Bursar - - - - - - - - - -	10.00	
Fines - - - - - - - - - - - - - - - -	61.23	
Fees - - - - - - - - - - - - - - - - -	20.40	
Lost books - - - - - - - - - - - - - -	4.25	
Carpet - - - - - - - - - - - - - - - -	4.50	
Exchange - - - - - - - - - - - - - - -	.50	
		$118.29

Expenses, itemized in Librarian's book - - - - - - - - - - - - - - - -	85.00	
Cash on hand - - - - - - - - - - - -	3.29	
Cash deposited with Bursar - - -	30.00	$118.29

ACCOUNT WITH BURSAR

Reading prize deposit - - - - - - -	36.00
Fines from damage fees - - - - - -	34.25
	70.25

RECOMMENDATIONS

1. That the work of reorganization be continued. Of the amount spent during the past summer

the Dialectic and Philanthropic Societies contributed about two hundred and thirty dollars. The work should be carried to an end as rapidly as circumstances will admit, as the need for it is imperative.

2- That all books belonging to the Library and to the departmental libraries be entered in accession books and be marked with book-plates.

3- That valuable sets of periodicals almost complete be completed and that North Carolina publications be secured whenever possible.

During the year, the Librarian has received the hearty cooperation of the Supervisor, the Committeemen, and the assistants. All have kept the usefulness of the Library to the University constantly in mind and have been faithful and serviceable in all their efforts.

Very respectfully submitted,

(Signed) Louis R. Wilson.

Librarian.

Chapel Hill, N. C.

January 9, 1903.

LIBRARY REPORT 1903

To the President of the University:

Sir:- I have the honor to submit my third annual report on the Library for the year 1903.

The Library has grown in usefulness during the year. Its work can be noted under the following headings:-

EQUIPMENT

A standard typewriter, with extra card platen, has been bought for cataloguing and other purposes; drawers and shelves have been fitted for roughly classified pamphlets; inexpensive office fixtures have been secured; the reading room has been provided with electric lights.

LIBRARY ECONOMY

All works on biography (2,000 volumes) were recatalogued during the summer. The work was carefully done and has given good results. The North Caroliniana was classified and is now ready to be catalogued. Pamphlets received during the year were roughly classified and placed

in labeled cases. Elisha Mitchell Scientific Society exchanges (in English) were duly entered in the special catalogue.

ADMINISTRATION

The work of the Library has been done by the following officers; Supervisor, Committeemen, Librarian, Assistant Librarians. Every detail of the work has received attention so far as it could be given.

ACQUISITIONS

Volumes have been acquired during the year as follows:

Gifts from individuals, private N.C. societies and societies and institutions of other States	115
From Bindery--bound periodicals	108
Gifts from N.C.Government and Departments	24
Gifts from U.S.Government	282
From purchase through University funds	509
Total	1038
Lost permanently (no account possible)	
Worn out	22
Total number of volumes in Library and departments	41,288

LO'NS

The Library has been used by

Regular students----------	425
Summer students----------	150
Faculty and Assistants----------	46
Departments----------	19
Residents and visitors----------	12
	652

Books loaned:

Fiction----------	6,457	or 55.25	per cent.
English----------	1,629	" 14	" "
Political Economy-	736	" 6.5	" "
History----------	464	" 4	" "
All others---------	2,424	" 20.25	" "
Total Issue------	11.710		

Greatest monthly issue -----	1,550	(March)
Smallest monthly issue------	327	(August)
Average monthly issue-------	986	
Greatest daily issue--------	164	
Smallest daily issue--------	3	
Average daily issue---------	37	

Open on week days----------	312
Open on Sundays----------	35
Open at nights----------	50

Queries posted for debate---	41
References posted----------	615

Other institutions	furnished	debating material	-7
"	"	historical "	-5
"	"	reading lists-----	4

Debate boo s and reference books have been used freely. No record of the issue has been kept, but is has been unusually large. These

books have been used a great deal during the Library night hours.

FINANCES

The following statement of expenditures and receipts is as nearly correct as it can be made by reference to the accounts kept by the Bursar and the Librarian, respectively.

Expenses:

Salaries	$ 763.50
Typewriter	75.00
Supplies and printing	73.81
Reorganization	229.80
Binding periodicals	160.80
Periodicals	336.08
Books	980.74
	$2,619.73

Receipts:

Fees	$1594.00
Weil fund	51.14
May fund	30.00
Gift from Societies	139.00
	$1,814.14

DESK ACCOUNT

Receipts:

Fees	$ 3.50	
Lost books	12.50	
Exchange	2.57	
Fines	72.45	
From 1902	3.20	
	$94.31	$94.31

Expenses:

Itemized statement------	$60.29	
With Bursar----------	20.00	
Balance due 1904--------	14.02	
	$94.31	$94.31

ACCOUNT WITH BURSAR

Deposited with him:

Accumulated deposits from 1902-	$100.25	
Deposits for damage fees, 1903-	45.50	
Deposits for fines, 1903-------	20.00	
	$165.75	$165.75

Withdrawn from him:

For Library Carpet----------	$ 45.00	
For typewriter----------	40.00	
For reading prizes awarded-----	25.00	
	$110.00	$110.00
Due 1904----------		$ 55.75

RECOMMENDATIONS

1. That the work of reorganization be continued. The two Societies contributed $139.00 of the $229.80 spent for this work last Summer.

2. That a special fund be secured, if possible, to be spent solely for North Carolina publications. The present collection is poor.

During the year the Librarian has enjoyed the hearty co-operation of the Supervisor, the Committeemen, and the Assistant Librarians. All have served the University well.

Respectfully submitted,
(Signed) Louis R. Wilson,
Librarian.

Chapel Hill, N.C.
Jan. 14, 1903.

LIBRARY REPORT, 1904.

To The President of the University:

Sir:- I have the honor to submit my fourth annual report on the Library for the year 1904.

Equipment.

No radical changes have been made this year in the equipment of the Library. A few simple changes, however, which have added to the convenience and serviceableness of the Library, are worthy of mention. The entrance to the building has been equipped with a more extensive cloak-room than formerly, and has been lighted by means of two small windows placed in the heavy outside doors. A second standard typewriter was rented for cataloguing purposes during the summer. A complete stock of Library blanks, illustrating all forms of Library work, was secured for use in the Library Summer School. A new diagram of the interior of the Library has been made and placed near the card catalogue case to aid students in finding books in various alcoves

and sections of the Library.

Cataloguing And Clerical Work.

During the year one thousand three hundred and six volumes have been acquired and catalogued. About five hundred pamphlets have been received. Although they have not been catalogued, they have been placed by themselves and roughly classified in such a way as to render them accessible. During the summer vacation the Library staff re-catalogued all the works in German, French, Spanish, Italian, Latin, Greek, and minor languages. Professors in charge of German, French, Latin, and Greek departments assisted in classifying these works. The volumes thus worked over numbered two thousand, making, when added to the volumes previously re-catalogued, a total of fifteen thousand. The divisions of the Library which have been wholly recatalogued up to date are those containing works in Political Economy, Education, Language, Fine Arts, Literature, Travel and Description, History, and Biography. In this recataloguing every modern help, such as printed cards furnished by the Library

of Congress, and special makes of Library typewriting machines, has been used. Thoroughness of work has been insisted upon, and the present results are in every sense good.

Acquisitions.

For some time the Library has been making a persistent effort to build up its collection of North Carolina publications. So far this year it has succeeded in securing as gifts a large number of the publications of the Professors of the University; and has added, through purchase, sixty or more rare volumes of North Carolina Literature and History.

Through two recent bequests to the University, which yield annually revenues amounting to thirty ($30.00) and three hundred ($300.00) dollars respectively, the Library has been enabled to begin to build up special collections of Southern poetry and English philological publications. Already fifteen volumes of Southern poetry and war songs have been purchased, and at

present the Library has an out-standing order for a large number of philological publications. Both bequests are very timely and make possible the building up of two very important divisions of the Library.

The work of completing valuable sets of periodicals has been continued. The following sets have been filled out to date: Annals of the American Academy of Political and Social Science, Journal of Economics, Journal of Germanic and English Philology, Our Living and Our Dead, Public Opinion, Publications of the American Economic Association, Publications of the Southern Historical Association, and Transactions of the American Philological Association. Orders are out at present for missing volumes to complete other sets. Thus the collection, already numbering about four thousand volumes, is being gradually filled out, and is, comparatively speaking, the best collection of its kind in the South.

During the year the following periodicals have been placed upon the permanent subscription list: Academy, Archiv, Beitraege, Comparative

Literature, Dial, Early English Text Society Publications--extra series, Early English Text Society Publications--old series, Journal of English and Germanic Philology, Litteratur Blatt, Manufacturers' Record, Modern Language Quarterly, New York Journal of Commerce, Publications of the Modern Language Association of America, and Publications of the Southern Historical Association.

A number of volumes, pamphlets, and periodicals have been received as gifts, for all of which the Library is very grateful. A list of donors will be included in the catalogue for 1904-05.

Tabulated acquisitions from all sources are as follow :

Gifts from individuals, private N.C. societies, and societies and institutions from other States	72
Gifts from U.S.Government and Depts. .	347
Gifts from N.C.Government and Depts. .	18
From Binderies	136
From purchase through University funds.	733
Total acquisitions . . .	1,306

Total number of volumes in Library and Department Libraries, lost and worn out volumes not deducted . . . . . 42,594.

Loans.

Books have been loaned to:

Regular students	517
Summer School Students	178
Regular Faculty and Assistants	53
Summer School Faculty	18
University Departments and Schools . . .	19
Residents and visitors	21
Total	806

Books issued from the Librarian's desk .	10,227
Queries posted for debates	39
References posted	645
Other colleges, schools, clubs, etc., supplied with material	22

The total issue given above is by no means indicative of the entire loans of the Library. It shows the issue of such books as may be taken from the Library, and represents the secondary

rather than the primary or serious reading of the University. Debate references, dictionaries, encyclopedias, general reference ooks, books assigned for class readings and study, law books, books in the various department libraries, periodicals and other publications, which cannot be taken from the Library, have been used constantly and intelligently. It is utterly impossible to even estimate their use.

In addition to the tabulated loans given above, other uses to which the Library has been put should be mentioned. It has furnished debating references and materials for Trinity College, Guilford College, Elon College, and a number of preparatory schools in the State: it has suggested a select list of five hundred volumes for the Gastonia Library; it has furnished the Carnegie Library of Charlotte a special classification of North Caroliniana; it has suggested a number of reading lists and bibliographies for reading courses and clubs here and elsewhere in the State; it has taken an active part in the

organization of the North Carolina Library Association; and it has offered a special course in Library Science, the first course of its kind to be offered in the Southern States. In a word, it has been actively interested in every phase of its work, and has made a cheerful response to every proper demand made on it.

Library Summer School.

In order to promote the rapidly growing Library interests of the towns, schools, and colleges of the State, the University Library School was organized during the past session of the Summer School. Instruction was given in the selection of books, preparation of order lists, and bibliographies, classification, cataloguing, binding, and preparation of reading lists. The use of debate and reference helps was carefully illustrated. Modern library methods were presented by means of lectures and parallel readings, in connection with daily practice in the Library. The course, while not taken by a large number of students, was in every respect successful, and

will continue to be offered at summer sessions.

Finances.

Disbursements:

Periodicals--University funds	$ 326.25
Supplies--University funds	39.53
Binding--University funds	157.55
Reorganization-University funds	264.35
Books--University funds	1,076.53
Books--special appropriations	394.77
Books--May fund	29.90
Books--Groome fund	24.62
Books--Armfield fund	137.25
	$2,450.75
Salaries	$ 890.00
Lights, Heat, Janitor	250.00
	$1,140.00

Books not handled by the Library:

Law Department-special appropriation	$ 200.00
Chemical Laboratory-laboratory fees	75.00
	$275.00
Total Disbursements	$3,865.75

Receipts:

Fees, Spring term	$ 657.00
Fees, Fall term	675.00
May fund	30.00
Groome fund	30.00
Armfield fund	150.00
Special appropriations, Spring term	202.52
Special appropriations, Fall term	250.00
Societies, gifts for reorganization	168.50
	$2,163.02
Balance from University fund:	1,374.56
	$3,537.58

Receipts from other sources:

Law Department-special appropriation	$ 200.00
Chemical Laboratory-laboratory fees	75.00
	$ 275.00
Total	$3,865.75

Desk Account.

Receipts:

For balance from 1903, fines, fees &c.	$81.88

Expenses:

Stationery, etc., itemized in the Librarian's book	$74.88
Balance on hand	7.00
	$81.88

Administration.

The work of the Library has been done by the following officers: Library Supervisor, Library Committee, Librarian, and Assistant Librarians. I take pleasure in speaking of the generous aid given by the Supervisor and Committee in directing the general affairs of the Library, and of the faithful, efficient services of the Assistant Librarians.

Recommendations.

From the preceding statements it is evident that the Library contributes largely to University and State interests. But while this is the case, it is equally true that the Library is not filling the largest place of usefulness possible, because it is confronted by a number of very pressing needs. It is with the hope that these may be satisfactorily met that I make the following recommendations:

(1) That a modern fireproof building, designed and constructed especially for Library purposes, should be erected as early as possible for the proper and safe housing of the present collection. The final space limit has long since been reached. At present five thousand volumes have been forced into damp, poorly lighted basements. All the pamphlets have been crowded into low, inconvenient drawers and one congested gallery. The fine collection of periodicals mentioned above is packed into one very inadequately lighted gallery in which there is no room for reference tables or chairs. In the main building the books used daily have been forced upon shelves fifteen feet high, and are accessible only by means of four rolling step ladders. The main floor is so completely occupied with stacks, museum exhibits, and other fixtures, that there is room for only two tables at which the students may sit and work. Even these are unsuited for reference purposes, because one is covered with more than sixty current periodicals and the other is used to

accommodate several large sets of dictionaries. The Librarian's office is a veritable pigeon hole of pigeon holes, and is the only room in the Library in which clerical work can be done and consultations be held. It measures only nine feet in length, nine in height, and seven in width, and is lighted by a low window, twenty by twenty-four inches in size. In a word the Library has no genuine reference sections, consultation rooms, special reading rooms, or offices--the essential features of a modern library. The Library does have books, a fine growing collection; but it does not hav room in which proper use may be made of them.

In addition to this crying lack of room, there is the even greater and more serious lack of protection from fire. The collection in the main building contains thirty-five thousand volumes and sixteen thousand pamphlets. It is housed in a non-fireproof building and is constantly exposed to the danger of complete destruction by fire. Its value in dollars cannot

be estimated, because a great many of the publications it contains could not be replaced at any price. It is certainly too valuable to be exposed longer to this constant danger. Thus it is evident that the need is two-fold. It should be met at the very earliest possible moment.

(2) That funds amounting to $4,000 in total be set aside for the year 1905 to be used for all Library purposes. By means of special appropriations and gifts the total funds available for this year have amounted to $3,865.75. Demands are made upon the Library constantly for publications which it cannot supply, because the amount of the funds provided for the general Library, in distinction from the department libraries, is limited.

(3) That the work of re-cataloguing be continued. No work done by the Library has been productive of better results than this. The two Literary Societies of the University have given this work their heartiest support. Of the $264.35 spent for this purpose this summer they contributed $168.50.

(4) That every possible effort be made to build up the three following divisions of the Library: (1) North Carolina History, Literature, and Public Documents, (2) General Southern Literature, (3) History of the Southern States. Many of the publications coming under these three divisions are rapidly becoming rare, and a special effort should be made to secure them at once, while it is possible to obtain them.

Respectfully submitted,

LIBRARIAN.

Chapel Hill, N.C.,
Jan. 21, 1905.